

Stamford Community Development Office (SCDO)
General Instructions to Bidders

1) Inspection of Site

The project site will be available to bidders at the mandatory site inspection so that each bidder can acquaint himself with all site conditions. If additional site visits are required the bidder must make an appointment with the owner.

2) Bids Submitted

Bids may be held by the owner for a period of 180 days from the date of the bid opening for the purpose of reviewing the bids, investigating the qualifications of the bidders, securing funding and providing contracts.

3) Qualifications of Bidders

The owner or his representative may make such investigations as he deems necessary to determine the ability of the bidder to perform his work. **The owner reserves the right to reject any bid if the bidder fails to satisfy the owner's investigation. The contractor shall submit the Statement of Qualifications with his bid.**

4) Product Selection

Bid the project as indicated on the plans and specifications. The selected qualified bidder may submit with permission by the owner and SCDO, comparable products for approval.

5) Permit Fees

The bidders are responsible for payment of all fees and taxes, securing all city permits, arranging all inspections and providing a Certificate of Occupancy or Completion prior to final payment.

6) Subcontractors

Bidders shall submit a list of proposed subcontractors prior to the contract award. Proposed subcontractors must be acceptable to the owner and meet all federal requirements.

7) Time of Completion

In executing the contract the successful bidder agrees to commence work on or before a date to be specified in a written notice to proceed from the owner and to achieve a substantial completion within the time specified.

8) Required Forms

The contractor is required to complete and submit with his bid the following forms:

Signed "Standard Bid Package Contents Form"

Bid Form

Contractor Qualifications

9) Certified Payrolls

If Davis Bacon Wage Rates apply to a project, the contractor is responsible for submitting **weekly certified payrolls** to SCDP for approval. Payments to the contractor will be withheld until the contractor is in full compliance.

US DOL Davis-Bacon and Related Acts - <http://www.dol.gov/whd/govcontracts/dbra.htm>

10) Requisitions

Requisitions for payments may be submitted once a month. Approval for payment is contingent upon the submission of weekly certified payrolls, progress and quality of work and the submission of an executed lien waiver. City checks are written to the owner and take approximately 30 - 45 days to be processed.

11) Section 3

If required the contractor shall submit a Section 3 plan prior to signing the construction agreement.